



District of Columbia Air National Guard

Technician Announcement

Announcement Number: Tech 07-038



APPLICATION MUST BE FORWARDED TO: Human Resource Office DC National Guard 2001 East Capitol Street Washington, DC 20003-1719 APPLICATION MUST BE RECEIVED BY: n/a	OPENING DATE: 21 Mar 07	CLOSING DATE: OUF
	Position Title, Series, Grade, Salary Range Deputy Human Resources Officer 80485000 GS-0201-12- \$66,767 - \$86,801	
	Maximum Military Rank: up to Lt Col Selectee will be assigned to a compatible military position. Military Duty Assignment: 36P4, 65F4	
	Appointment Status [X] Excepted [] Enlisted [X] Officer [] Competitive	
Position Location: JFHQ-HRO, DCANG DC Armory, Washington, DC		
AREA OF CONSIDERATION: TECHNICIAN: GROUP III (Individuals who possess the necessary qualifications for military membership in the DCANG) Permanent Change of Station: Relocation expenses will not be paid		
Special Remarks: www.dcandr.ang.af.mil		
INSTRUCTION FOR APPLYING: This office will not accept application mailed at government expense. Electronic or fax application will not be accepted. Failure to submit all documents will result in your application not being considered for employment. Applicant's application must contain current unit assignment, AFSC/SSI and military grade. All submitted documents must be current. <u>No binders please.</u> <u>If you are applying under the Technician Job Announcement the following documents are required:</u> 1.) OF612, SF171 or a Resume 2.) KSA's - Knowledge, Skills, and Ability questions must be addressed by element on a separate paper. 3.) Current Unit assignment, AFSC and military grade must be include on application.		
Condition of Employment: <u>National Guard Membership:</u> Prior to appointment to this position, selectee must be a member of the District of Columbia Air National Guard. <u>Electronic Funds Transfer:</u> Selectee is required to participate in electronic funds transfer/direct deposit.		
Technician Employment Questions: SMSgt Becky Towns, Human Resources Specialist can be reached at 202-685-9779 or DSN 325-9779.		
Military Members: Acceptance of this position will cause termination of federal bonuses pursuant to respective selected reserve incentives programs (SRIP). This termination may be with or without recoupment of payments already made.		
Evaluation Process: Applications will be evaluated solely on information supplied in the application (OF612, SF171, resume and NGB34-1). Experience will evaluated based on relevance to the position for which application is made, and whether it is full-time or part-time.		
Equal Employment Opportunity: All qualified applicants will receive consideration for this announcement without regard to race, color, gender, religion, national origin, age physical handicap, or membership/non-membership in an employee organization, in conformance with NGB Regulation 690-600 and ANGR 40-1613.		

This announcement must be posted on unit bulletin boards until the day following the closing date.



The District of Columbia Air National Guard



Is an Equal Opportunity Affirmative Action Employer

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Position: Deputy Human Resources Officer

Brief Description of Duties:

The incumbent serves as a full assistant to the Human Resources Officer. Advises the State Adjutant General, staff elements, and operating officials on matters pertaining to manpower and human resources management with continuing responsibility for all aspects of technician management to include both dual and non-dual status personnel. Assists in development and administration of state rules and procedures that are adapted from policies prescribed by the National Guard Bureau, the Office of Personnel Management (OPM), Department of the Army, and Department of the Air Force. Establishes and maintains liaison with OPM, U.S. Department of Labor, Federal Labor Relations Authority, and other human resources offices. Responsible for the human resources management of all employees dispersed throughout a state encompassing a large geographical area, engaged in a variety of jobs under the Federal Wage and General Schedule pay systems as well as military and state pay schedules. The human resources program includes providing recruitment and placement, position classification and management, labor and employee relations, equal employment opportunity, human resources development, military, and related clerical and administrative functions for a large work force. The incumbent of this position is responsible for the management of federal funds relating to technician personnel to include payroll related costs, training, and PCS costs. Establishes procedures and ensures expenditures are in accordance with extent and intent of appropriation. Incumbent may be required to prepare for and support the mission through the accomplishment of duties pertaining to military training, military readiness, force protection and other mission related assignments including, but not limited to, training of traditional Guard members, CWDE/NBC training, exercise participation (ORE/ORI/UCI/MEI/OCI/IG, etc.), mobility exercise participation, FSTA/ATSO exercise participation, SABC training, LOAC training, weapons qualification training, participation in military formations, and medical mobility processing within the guidelines of NGB/ARNG/ANG/State/TAG rules, regulations and laws. Performs other duties as assigned.

Qualifications: GS-12

General Experience: Experience, education, and/or training which provided the candidate with a good understanding of administrative methods for accomplishing the work of an organization. This experience must reflect the ability to analyze problems, come up with practical solutions, and to communicate effectively with others.

Specialized Experience:

Must demonstrate thirty-six (36) months experience in which the following Knowledge, Skills, and Abilities (KSA's) as described below have been attained.

Knowledge, Skills and Abilities (KSA's) Statements

- a. Skilled in providing expert advice and guidance, recommend options, and make and implement decisions on issues involving Human Resources as it relates to full-time civilian technicians and military personnel.
- b. Knowledge of, and skill in applying a wide range of human resources (HR) military and civilian concepts, practices, Titles 5, 10 United States Code (USC) and 32 USC laws, NGB, Army and Air Force regulations, philosophies, structures, policies and precedents sufficient to provide state level comprehensive HR management advisory and technical service.
- c. Knowledge of military recruitment/placement, benefits, position management, military human resources management and the military program.
- d. Knowledge and skill of consensus building, negotiating, coalition building, and conflict resolution techniques to interact in emotional situations.
- e. Ability to communicate both orally and in writing sufficient to develop and present organizational and position analyses to management.

**Current Unit assignment, AFSC/SSI and Military grade must be included on application.
Incomplete applications will not be considered for employment.**